



## Position Description

**Department:** Associated Students Ticket Office

**Job Title:** Student Ticket Seller II

**Position Overview:**

Provide ticketing services to the CSUN campus community. Process sales to campus events such as athletics, theatre, and music as well as theme parks, movie theatres, and transportation passes. The position will work with the Ticketmaster computer system. Ability to process phone, online, and window sales of cash, credit cards, and checks.

**Duties:**

- Sell tickets at satellite ticket offices as well as in the central ticket office.
- Sell tickets at event sites independently.
- Take and process phone sale orders and online orders. Answer numerous and varied inquiries, both by phone and in-person.
- Process both cash and credit card purchases and balance ticket sales with revenue at the end of the day or each event.
- Other related duties as assigned.

**Qualifications:**

- Must be currently enrolled as a CSUN student.
- Must be able to work some nights and weekends.
- Must demonstrate excellent customer service and communication skills.
- Ability to pay close attention to detail.
- Ability to carry up to 20 pounds.
- Ability to work without immediate supervision.
- Ability to work effectively in a multicultural environment.

**Location:** USU Plaza del Sol - AS Ticket Office

**Hours:** up to 20 hours per week

**Classification:** II

**Salary Range:** \$15.50 - \$17.00/hour

**Desired Major(s):** any

**Desired Class Level(s):** any

*Note: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the AS. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current AS employees who apply for the position.*